



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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No.: 00-84

File: 1199

Date: 11/09/2000

Non W-2 ☒ W-2 ☒ CC ☐

PRIORITY: Medium

SUBJECT: **“WORKFORCE ATTACHMENT & ADVANCEMENT (WAA) GUIDE”
“WISCONSIN'S LITERACY PROVIDERS DIRECTORY”**

PURPOSE

This memo provides instructions for obtaining 2 recent DES publications, the *WAA Program Guide*, and *Wisconsin's Literacy Providers Directory*.

WAA PROGRAM GUIDE

The *WAA Program Guide* serves as the manual for the WAA program. The *Guide* provides information on WAA policy, including eligibility, allowable services, and cost allocation for group/employer services. DWD will mail 2 copies of the guide to each W-2 agency and Workforce Development Board (WDB) for distribution to WAA program staff.

If you need further copies, please contact Michael Sweet through the contact information listed below.

Or, download the guide in PDF format from the WAA web site:
<http://www.dwd.state.wi.us/waa/Programs/Program.htm>.

WISCONSIN'S LITERACY PROVIDERS DIRECTORY

The *Literacy Providers Directory* has the most recent and complete list of adult literacy providers in the state of Wisconsin. Programs in this directory offer an array of services for adults which may include Basic Literacy, Workplace Literacy, Family Literacy, and English for Speakers of Other Languages. Programs are listed by county. These providers serve adults at or below the eighth grade reading level; some may also provide GED/HSED instruction as well.

DWD will mail 5 copies of the guide to each W-2 agency for distribution to staff and/or the community.

Every attempt has been made to provide a complete directory of all programs in Wisconsin offering adult literacy services. For suggestions or revisions or to request further copies of the *Directory*, please contact Michael Sweet through the information listed below.

CONTACT FOR COPIES

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Note: email contacts are preferred.